

BOARD OF SUPERVISORS

Agenda



March 10, 2014

WORK SESSION



AGENDA

BEDFORD COUNTY BOARD OF SUPERVISORS

BEDFORD COUNTY ADMINISTRATION BUILDING

MARCH 10, 2014

-
- 5:00 P.M. WORK SESSION**
- a. Budget Discussion**
- 6:45 P.M. Dinner**

BOARD MEETING



AGENDA

BEDFORD COUNTY BOARD OF SUPERVISORS

BEDFORD COUNTY ADMINISTRATION BUILDING

MARCH 10, 2014

-
- 7:30 P.M. WELCOME**
- a. Moment of Silence
 - b. Pledge of Allegiance
- (1) APPROVAL OF AGENDA**
- (2) FIFTEEN MINUTE CITIZEN COMMENT PERIOD**
- (3) APPROVAL OF CONSENT AGENDA**
- a. Consideration of a request from the Department of Fire and Rescue for a Supplemental Appropriation in the amount of \$698.38. (*Resolution #R031014-01*)
 - b. Consideration of a request from the Bedford County School Board for a fund appropriation to contract with construction consulting service provider M. B. Khan (*Resolution #R031014-02*)
- (4) APPROVAL OF MINUTES** – February 10 and 24, 2014 (*to follow under separate cover*)
- (5) PUBLIC HEARINGS / PUBLIC APPEARANCES**
- a. Update on road issues by VDOT
 - *Presentation: Todd Daniel and Brian Casella*
- (6) ACTION ITEMS**
- a. Consideration of Bedford School Matter from January 30, 2014 Joint Meeting.
- (7) BOARD COMMENTS, COMMITTEE REPORTS, REQUESTS AND RECOMMENDATIONS**
- a. Tri-County Lake Administrative Commission, Environmental Committee, meeting minutes from December 12, 2013.
 - b. Social Services Board meeting minutes from January 16, 2014.
- (8) APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES**
- (9) COUNTY ATTORNEY REPORTS, REQUESTS AND RECOMMENDATIONS**

(10) COUNTY ADMINISTRATOR'S REPORTS, REQUESTS AND RECOMMENDATIONS

(11) PENDING MATTERS

(12) UPCOMING MEETINGS

- March 17 - Budget Work Session (5:00 P.M.)
- March 20 - Budget Work Session (5:00 P.M.) (*Thursday*)
- March 24 - Regular Meeting (Work Session – 5:00 to 6:45 P.M.)



COUNTY OF BEDFORD, VIRGINIA

BEDFORD COUNTY FIRE & RESCUE SERVICES COMPLEX
1305 FALLING CREEK ROAD
BEDFORD, VIRGINIA 24523


JOHN W. 'JACK' JONES, JR.
CHIEF OF FIRE & RESCUE

DEPARTMENT OF FIRE & RESCUE

MEMORANDUM

TO: Board of Supervisors

THROUGH: Mark Reeter, County Administrator

FROM: Jack W. Jones, Jr., Fire & Rescue Chief 
Susan Crawford, Director of Fiscal Management

DATE: February 20, 2014

SUBJECT: Supplemental Appropriation For Rescue Division

The County has received and deposited funds from the sale of a stretcher. It is requested that \$698.38 be appropriated to the Rescue Division expenditure account 00-3230-5-8144 – Fire & Rescue Equipment.



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At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on the 10th day of March, 2014, beginning at 7:30 p.m.:

**A RESOLUTION
SUPPLEMENTAL APPROPRIATION FOR FIRE & RESCUE**

WHEREAS, the County has received and deposited funds from the sale of a stretcher;

THEREFORE, BE IT RESOLVED, that the Board of Supervisors authorize a Supplemental Appropriation in the amount of \$698.38 to the Rescue Division expenditure account 00-3230-5-8144 – Fire & Rescue Equipment.



MEMORANDUM

TO: Board of Supervisors
THROUGH: Mark K Reeter, County Administrator
FROM: Susan Crawford, Director of Fiscal Management
DATE: March 3, 2014
SUBJECT: Authorization to appropriate funds to the School Board for Construction Management Services

At the January 30, 2014 Joint Meeting of the Board of Supervisors and School Board, there was consensus for the School Board to move forward with M. B. Kahn providing services. The School Board has obtained cost estimates for the initial work:

1. Analysis of "What to build & where to build it" – new high school vs new middle school. \$30,000
2. Development of Educational Specifications for new school - \$25,000
3. Expansion of Forest Middle School - \$6,000
4. Expansion of Bedford Elementary School - \$9,000

The total expected cost is \$70,000. The School Board is requesting \$100,000 to allow for any unexpected additional cost. This additional amount would not be spent without the consent of the joint committee.

If the Board concurs the following resolution is in order.



Resolution #R031014-02

At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on the 10th day of March, 2014, beginning at 7:30 p.m.:

A RESOLUTION

**AUTHORIZATION TO APPROPRIATE FUNDS TO THE SCHOOL BOARD FOR CONSTRUCTION
MANAGEMENT SERVICES**

WHEREAS, at the January 30, 2014 joint meeting of the Board of Supervisors and School Board there was consensus for the School Board to move forward with M. B. Kahn providing Educational Specifications, and.

WHEREAS, the School Board is requesting that up to \$100,000 of funds remaining from the JFHS Renovation Project be appropriated for this purpose,

NOW, THEREFORE, BE IT RESOLVED, by the Bedford County Board of Supervisors that the Board does hereby appropriate up to \$100,000 of remaining JFHS Renovation Project funds to the School Board for construction management services.



COUNTY OF BEDFORD, VIRGINIA

COUNTY ADMINISTRATION BUILDING
122 EAST MAIN STREET, SUITE 202
BEDFORD, VIRGINIA 24523

MARK K. REETER
COUNTY ADMINISTRATOR
FRANK J. ROGERS
DEPUTY COUNTY ADMINISTRATOR

OFFICE OF COUNTY ADMINISTRATOR

MEMORANDUM

To: Bedford County Board of Supervisors

From: Mark K. Reeter *MKR*
County Administrator

Date: March 10, 2014

Subject: **Bedford School Matter - January 30 Joint Board/School Board Meeting**

At the January 30 joint meeting of the Board of Supervisors and School Board, the consensus of Supervisors present at that meeting was the Board would attempt to provide additional input to the School Board with respect to the Bedford School matter within 60 days of the joint meeting date. Given the relatively light Agenda for the March 10 regular Board meeting as of the date of its distribution, I have placed this matter on the Agenda to facilitate Board discussion and possible action. Following this Memo is attached a supporting document generated by the School Board and distributed at the January 30 joint meeting.

Middle/High School Options – Liberty Zone

Option 1 – Construct new middle school – estimated \$35 to \$37 million

- Pros: Lowest initial cost; satisfies reversion agreement
- Cons: Leaves older high school with needs including gym, science building and auditorium
- \$3.4 million/year based on 13 year amortization at 3% interest; \$2.5 million/year based on 20 year amortization at 3.5% (using middle cost)

Option 2 – Construct new middle school – designed to become a future high school – estimated \$38 to \$40 million

- Pros: Provides a plan to swap schools in the future; build competitive gym in the initial building that can be used by the high school when completed (saves \$2 million); satisfies reversion agreement; eliminates \$10 million into a dated campus style building; could include stadium upgrades
- Cons: Upfront costs are slightly higher; Leaves older high school with needs (science building and auditorium); timetable to swap the schools is unknown
- \$3.7 million/year based on 13 year amortization at 3% interest; \$2.8 million/year based on 20 year amortization at 3.5% (using middle cost)

Option 3 – Build new high school, convert existing LHS to a middle school – estimated \$55 to \$60 million

- Pros: Provides a better education facility for technical high school classes; could help stir economic development as people would be attracted to a new high school; eliminates the needs to upgrade LHS in the future (save \$10 million)
- Cons: Higher initial cost; would need to reconfigure existing high school (try to minimize student movement between buildings, other improvements)
- \$5.4 million/year based on 13 year amortization at 3% interest; \$4.0 million/year based on 20 year amortization at 3.5% (using middle cost)

**Tri-County Lake Administrative Commission
Environmental Committee Meeting
December 12, 2013**

1. **Call to Order:** Bob Camicia called the meeting to order at 10:07 a.m.

Members Present: Bob Camicia Jim Harvey Larry Iceman
Daphne Jamison Doug Pafford Ken Ralph Brent Reus

Members Absent: Van Flora

Staff Present: Pam Dinkle Karen Henson

2. **Approval of Agenda:** Item 5c – Open Discussion was added to the agenda. **Doug Pafford made a motion to approve the agenda as amended. Ken Ralph seconded the motion. The motion carried unanimously.**

3. **Approval of Minutes:** **Larry Iceman made a motion to approve the September 2013 minutes. Jim Harvey seconded the motion. The motion carried unanimously.**

4. **Action Items:**

- a. **Request for Support from Environmental Subcommittee for Awarding Purchase of Triploid Grass Carp Contract:** Bob Camicia reported that the TLAC Board of Directors, at Tuesday's meeting, approved the Aquatic Vegetation Subcommittee's recommendation to award the contract for providing additional grass carp for the lake to American Sport Fish Hatcheries. They will provide 3,000 twelve to fourteen inch fish at a cost of \$4.49 per fish (.85 less than last year). A portion of the carp will be introduced on the Roanoke River arm of the lake. Larry Iceman noted that he reviewed the Bull Run ski area, known as an area of abundance of Hydrilla growth, at the end of the season and found no Hydrilla growth. Pam Dinkle also noted that to date, AEP's partial lake survey results have not been released.

5. **Updates:**

- a. **Lake Management and Project Coordinator Report:** Pam Dinkle reported the following:
- A grant request has been submitted to Virginia Department of Health for the continuation of the pump-out program on SML. Last year's joint program between VDH, SMLA and TLAC has ended for the season. Total cost of the program was \$ 31,000 and approximately 4,500 gallons of sewage were removed from vessels on the lake. The 2014 program will no longer include the "Royal Flush" boat but proceed with only the two trucks.
 - Pam distributed (and made part of the original packet) APCo's response to FERC regarding SML islands management plan.
 - Pam distributed (and made part of the original packet) the latest issue of TLAC's Newsletter. She also noted that our updated website is up and running.

Bob Camicia briefly updated the committee on the revised TLAC cooperative agreement that includes the addition of Leesville Lake. Pam will become Executive Director and will oversee TLAC's responsibilities at both lakes.

- b. **SMLA 2014 Weed Monitoring Program:** Brent Reus reviewed the SMLA 2014 Weed Monitoring Program outline (distributed at the meeting and made part of the original packet). He noted that the weed hotline received only six calls after TLAC introduced grass carp into the lake last season. As a result, they will discontinue the hotline. Future calls will be referred to TLAC, and volunteer monitors will assist on an as needed basis. Brent and Doug would like to provide certificates of appreciation to all of the volunteers. TLAC staff will prepare Stewardship of Virginia certificates once the list of names is provided to them. Brent noted that the SMLA divers will visit several sites on one or two locations at the end of the growing season to confirm that the carp continue to eat vegetation. Pam could recommend additional sites that could be visited if needed.
- c. **Open Discussion:** Daphne Jamison, long time member of the Environmental Committee, announced that due to her role on the Virginia Water and Soil Conservation Board and conflicting schedules she will be stepping down as a member of this committee.

6. **Adjourn:** The meeting adjourned at 11:35 a.m.

Respectfully submitted,
Karen Henson

January 16, 2014

The Bedford County Department of Social Services Board met in regular session on Thursday, January 16, 2014, in the Board Room of the Burks-Scott Building at 119 East Main Street, Bedford, Virginia, with the following members present, representing a quorum: Mrs. Rosemary Pawlas, Chairman, Mrs. Tammy Parker, Mrs. Phoebe Hayden and Mrs. Patsy Wheat. Mrs. Janet Brouhard was absent. Mrs. Pawlas called the Meeting to order at 9:30 a.m. Also joining the Meeting with Mr. Crawford were Patrick Skelley, DSS Attorney, Heather Knight, County Fiscal Management and Patricia McCauley, Assistant Director.

Mrs. Parker made motion, seconded by Mrs. Hayden and approved unanimously, approving the Agenda as presented. Mrs. Wheat made motion, seconded by Mrs. Hayden and approved unanimously, approving the December Minutes from the previous Meeting as presented.

Program Reports:

Mr. Crawford reviewed the Program Reports with the Board. He noted Benefit Programs numbers continue to stagger. Mr. Crawford also reported a current vacancy within the Foster Care staff that we plan to interview for on February 5th.

Strengthening Families Monthly Discussion:

Mr. Crawford reported to the Board that he would be meeting with the Bedford Health Foundation next week and would use the training he received from Bridges Out Of Poverty to help with this endeavor. He told the Board he would be participating in a conference call next week with the co-author of the book used in the training to discuss possible options of services and suggestions to help our community. He also discussed with the Board his plans for getting churches in the community to take part

in a training program that would need community people to mentor clients who would take a 15 week class. The participants would be paid to participate, each class being approximately two hours long, and have the trained mentors from these churches help them become self sufficient and productive in our society. On February 5, 2014 Mr. Crawford has David Johnston and Timmy Heck, both Family Services Specialists from our staff, heading a first steering committee meeting for mentoring fathers as they strive to get our Fatherhood Initiative services in place. We are also continuing to work with Prisoner Re-entry and have gotten the Bedford Community Resource Council established to help with this endeavor.

Action Items:

There were no Adoption Consents to be presented at this meeting.

Mr. Crawford reported to the Board that Leanne Dudley was soliciting some bids on a new security and surveillance system that is desperately needed at the Domestic Violence Shelter. Their current alarm system is outdated and this new one includes cameras and update capabilities which are needed for our type establishment to ensure the safety of both residents and staff. Mrs. Dudley will come before our Board when she has all her information prepared to do so.

Next, Mr. Crawford reviewed revisions to the Agency Handbook for employees and explained the changes due to the Hybrid Retirement Plan which begins for new employees hired on or after January 1, 2014, and the fact that current employees have from January 1, 2014, through April 30, 2014, to opt in if in fact they choose to change to that option. After distribution and discussion of the choices the Board needed to choose regarding how to address sick leave balances of any employee who opts in to the new Hybrid Plan, Mrs. Parker made motion, seconded by Mrs. Hayden

and passed unanimously, that Option 1 on presentation “Frozen sick leave balances can be used to offset/replace income when employees are on short term disability” be our policy for employees opting into the Hybrid Plan. Mrs. Parker also made motion, seconded by Mrs. Wheat and passed unanimously, that our new Agency Handbook be approved, with revision to correct accrual rates on page 14, and distributed to employees.

The third Action Item was discussion of our current Claims System we use for overpayments and collections. Our current system was built by a private vendor who established this system originally for Charlottesville and then tweaked it for both Roanoke and Bedford Social Services. It runs, however, from an Access Database that was supported by Windows XP but not Windows 7. DSS computers are currently being reimaged to operate from Windows 7 and unfortunately, the program itself will not run on Windows 7 and Microsoft Office will no longer support Windows XP after April, 2014. This has caused a concern to us who feel we need this system. It has been instrumental and quite time saving for collecting payments and issuing demand letters to individuals and has also helped ward off further fraud of our services by knowledge of the community that we are very watchful of individuals who try to obtain assistance to which they are not entitled. We asked another vendor who has provided other computer, copier and maintenance services to us at fair price, to review the program. He first thought he could rebuild it at a moderate cost to work with Windows 7. After researching, however, his cost would be at a minimum of \$10,000 which is over the amount we can authorize without putting the project out for bid. There is also concern that the County may not want to make such a large investment. Mr. Crawford explained to the Board we are researching how much the County actually receives in reimbursements due to this system. Mr. Crawford and Mrs. McCauley reported that they would be contacting the programmers at Thomas Brothers, our current accounting system, to see if they would be interested in

establishing something that would suit our needs at a lesser cost. Mr. Crawford and Mrs. McCauley will research further and get back to the Board next month.

Next, Mr. Crawford discussed with the Board the Administrative Module of the Thomas Brothers System which we currently do not have. DSS has discussed converting to this software program with County Fiscal Management in the past. Fiscal Management has expressed concern with the conversion. Mrs. McCauley explained to the Board the amount of time saved by our Department having this module would be tremendous and also would alleviate extra coding and steps that should also alleviate possible errors. The reports generated should be easily transferred to County Fiscal Management with less time involved on their end as well. Mrs. Parker made motion, seconded by Mrs. Pawlas and passed unanimously, that we start the process of discussion to determine what changes would be and any questions or problems addressed, and report back to the Board on findings.

The final Action Item was discussion of upcoming Staff Appreciation events. Benefits will hold their appreciation event on February 28, 2014, Services will have theirs on March 14, 2014 and Administration Support is still working on the particular day but will be in April, 2014. Mr. Crawford plans to use the \$8,000 we received as a SNAP bonus to help with these events as in the past the supervisors paid or prepared all food and small tokens of appreciation. We hope this year we can afford a caterer and purchase the tokens from this money. Mrs. Pawlas made motion, seconded by Mrs. Hayden and passed unanimously, to continue with plans for these events for the staff.

Informational Items:

The first item was the review of our current Budget. Mr. Crawford noted we were continuing to stay within satisfactory percentages in both Administration and Public Assistance.

Next, Mr. Crawford reviewed the SNAP ABAWD Changes forthcoming with the Board and explained the increase in workloads and probably would increase participation at Christian Ministries as well.

Closed Session:

There was one item in which to go into Closed Session being followup on a Foster Care Case. After returning to Public Session, the Board unanimously passed the Resolution as set forth in the State Code Section 2.2-3712 of the Code of Virginia which is attached to the Board Minutes and states no other business was conducted in Closed Session other than that which the Board went into Closed Session to discuss. (See attached.)

Board Concerns:

There were no Board Concerns brought forth in this Meeting; however, Mr. Crawford did tell the Board we are discussing possible purchase and remodeling of a current vacant office to make a comfortable visitation room in which to hold our visitations between parents and children. We are currently speaking with vendors on possible costs and Mr. Crawford will bring information back to Board at a future meeting.

Mr. Crawford also discussed our county cars with the Board. He told them we were making some decisions to help with recent concerns with employees not keeping the cars clean, not closing windows, not returning them to lot when someone else has

MOTION: *Tammy Parker*

SECOND: *Rosemary Pawlas*

MEETING DATE: *January 16, 2014*

BEDFORD COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Bedford County Department of Social Services Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Bedford County Department of Social Services Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Bedford County Department of Social Services Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Bedford County Department of Social Services Board.

VOTE

AYES: *4*

NAYS: *0*

(For each nay vote, the substance of the departure from the requirements of the Act should be described)

ABSENT DURING VOTE: *1 - Janet Brouhard*

ABSENT DURING MEETING: *1 - Janet Brouhard*



Andrew L. Crawford, Director

Secretary of the Bedford County Department of Social Services Board

signed up for them, and things we were thinking of putting in place to help this situation. The Board was in agreement that some type action should be put in place to keep employees accountable when they are operating a vehicle owned by the County.

January Totals

Special Welfare	\$ 9,460.45
Refunds	\$ 10,738.99
Total	\$ 20,199.44

Disbursements	\$ 10,738.99
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The January Report of Financial Assistance shows the following:

	<u>CONSOLIDATED</u>
Aged	\$ 10,203.00
Disabled	\$ 9,198.00
TANF	\$ 40,237.25
TANF/UP	\$ 4,766.00
TANF/Diversionary	\$ -0-
TANF/UP Diversionary	\$ 2,583.00
TANF/FC/IV-E	\$ 22,387.83
Subsidized Adoption	\$ 91,216.67
Special Needs Adoption	\$ 66,052.44
Purchased Services	\$ 245.34
VIEW	\$ 14,156.21

Special Needs Adoption	\$ 66,052.44
Purchased Services	\$ 245.34
VIEW	\$ 14,156.21
Administration	\$ 374,592.55
SNAP	\$ 751,150.00
Medicaid-Average per month	\$4,072,404.49
Child Care	\$ Not available

There being no further business to conduct, motion was made by Mrs. Parker, seconded by Mrs. Hayden and approved unanimously for this Meeting to be adjourned at 11:21 a.m.

Lorayne Lawler
Chairman

2-20-14
Date

Ansaff
Director

2-20-14
Date

SUMMARY REPORT-BENEFITS UNIT		
DATE: January 16, 2014		
APPLICATIONS: December 2013	TOTAL	2012 TOTAL
Temporary Assistance for Needy Families	20	14
Temporary Assistance for Needy Families/Unemployed Parent	1	1
SNAP (Food Stamps)	147	136
Medicaid	123	159
Auxiliary Grants	2	2
Total Applications:	293	312
CASES UNDER CARE:		
Temporary Assistance for Needy Families	204	214
Temporary Assistance for Needy Families/Unemployed Parent	15	13
SNAP (Food Stamps)	3,272	3,278
Medicaid	6,080	6,028
Auxiliary Grants (consolidated)	42	52
Total Cases Under Care:	9,613	9,585
Expenditure-Benefits Unit:		
TANF	\$42,465.25	\$46,129.00
TANF-UP	\$4,611.00	\$4,033.00
TANF-Diversionsary Expenses	\$0.00	\$0.00
Auxiliary Grants	\$21,101.00	\$22,104.00
SNAP (Food Stamps)	\$758,549.00	\$841,666.00
Medicaid Monthly Average	\$4,072,404.49	\$4,110,994.13

FRAUD SUMMARY

January 2014

I. COURT CASES

There were no cases referred to the Commonwealth Attorney in December 2013.

Of the cases in the Judicial System, three cases were certified to the Grand Jury from Bedford General District Court.

II. INTENTIONAL PROGRAM VIOLATIONS

There were six Disqualifications for an Intentional Program Violation within the SNAP Program and one within the TANF Program in December 2013.

Case No. 1205171 – Client was receiving SNAP for herself, boyfriend, step-child and her brother when during processing of a review application, it was discovered that the client had submitted a falsified employer statement. The information on the statement was questionable and the Benefit Programs Specialist contacted the employer who indicated that they did not complete the form. During the investigation, it was discovered that the client had been receiving Unemployment Benefits, started new employment and her boyfriend had a Felony Drug Distribution conviction which made him ineligible for SNAP benefits. None of the information was reported on the review application. Client is disqualified from the SNAP Program for twelve months and has a SNAP Overissuance of \$2,537.00.

Case No. 0779938 – Client is disqualified from the SNAP Program for twelve months and the TANF Program for six months due to her submitting a falsified Interim Report and failing to report that she was receiving Unemployment Benefits. She has a SNAP Overissuance of \$696.00 and a TANF Overpayment of \$1,140.00 which she agreed to repay by monthly recoupment.

Case No. 0573897 – Client reapplied for SNAP for herself and two children, claiming child support and Social Security Supplemental Income for one child as her only income. Client's case had just closed several days earlier due to the client failing to provide verifications. Her previous application had been approved expedited with postponed verification of her employment terminating pending. Verification of child support and termination of her employment was requested and had to be provided before the reapplication could be processed. Client was upset and stated that she would have to drive all of the way across town and it would take her at least ten minutes to get the employment verification. Client left the office and within two minutes she was back with the requested verifications. She stated to the Clerks at the Front Office that her former employer and children's father was in the car and completed the statements for her. The statement from the employer was questionable and stated that she had last worked in August. Investigator contacted the person whose name was signed on the form. The employer stated that she did not write the statement and that the client had last worked for her about one month ago. During the investigation it was revealed that the client's boyfriend and father of her children was living in the home and it was his mother who the client had last worked for. She is disqualified twenty four months from the SNAP Program due to this being her second Intentional Program Violation.

Case No. 0377717 – Both the client and his spouse are disqualified from the SNAP Program for twelve months due to failing to report when their household's income exceeded the Federal Poverty Limit and submitting a falsified application. Client began new employment and his income exceeded the Federal Poverty Limit which is a change that is required to be reported within ten days. He also submitted an Interim Report signed by himself and his wife and did not report the employment on the form. He has a SNAP Overissuance of \$1,543.00 which he agreed to repay by allotment reduction.

Case No. 0259042 – Client was receiving SNAP Benefits for herself and one daughter, claiming Social Security and Social Security Supplemental Income as her only income. During processing of a Medicaid Application for the daughter it was discovered that the daughter had been employed with Public Partnership Limited and Hollins Manor. Employer statements indicated that the daughter was employed at the time of the review application that her mother had submitted. The client is disqualified for twelve months and has a SNAP overissuance of \$1,370.00 which she agreed to repay by \$50.00 monthly payments.

CURRENT REFERRAL ACTIONS

Referrals carried over from the prior month	47
Referrals left off December Report	00
Referrals received in the month of December	22
Completed Investigations in the month of December	16
Which include:	
• Referrals for Prosecution	0
• ADH Disqualifications	6
• No Intent or Insufficient Evidence	10
Currently pending	53

III. COLLECTIONS

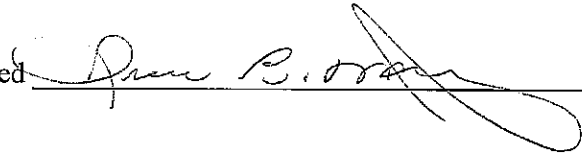
December 2013

TANF	\$ 25.00
SNAP	\$ 3,955.41
MEDICAID	\$ 1,322.16
FUEL	\$ 447.81
CRISIS	\$ 0.00
COOLING	\$ 22.50
CHILD CARE	\$ 849.12
CUSTODY	\$ 0.00
TOTAL	\$ 6,622.00

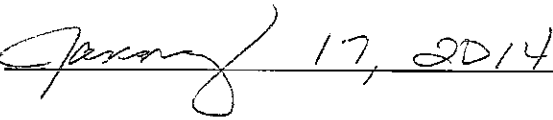
IV. COST SAVINGS

DISQUALIFICATION SAVINGS	\$ 23,034.00
ONGOING SAVINGS	\$ 3,717.00
INVESTIGATION SAVINGS	\$ 5,964.00
TOTAL	\$ 32,715.00

Signed



Date



Dec 2013

FUEL ASSISTANCE AND CRISIS ASSISTANCE

TOTAL FUEL ASSISTANCE APPLICATIONS

Applications Received	1250
Applications Approved	1152
Applications Denied	98
Applications Pending	0

TOTAL CRISIS ASSISTANCE APPLICATIONS

Applications Received	59
Applications Approved	6
Applications Denied	51
Applications Pending	2

SUMMARY REPORT-CHILD CARE & VIEW FOR DECEMBER

DATE: January 16, 2014

NEW APPLICATIONS:	TOTAL
Child Care	8
<u>CASES UNDER CARE:</u>	
Child Care	70
View	101
Total Cases Under Care:	171
<u>Expenditures-Child Care and VIEW</u>	
VIEW Working	\$525.00
VIEW Transitional	\$2,186.00
TANF Transitional	\$135.00
TANF Working	\$4,259.00
TANF Education & Training	\$294.00
Fee	\$20,711.00
Head Start Wrap-Around	\$541.00
CDC Quality Initiative Program	\$708.83
VIEW Purchased	<u>\$12,039.94</u>
Total Child Care and VIEW Expenditures	\$41,399.77

SUMMARY REPORT-Title IV-E & CSA for DECEMBER 2013

January 16, 2014

Applications/Referrals:			TOTAL
Foster Care Referrals			3
Title IV-E Approved			0
CSA Approved			1
Withdrawn			0
Pending			3
Cases Under Care			
Title IV-E			11
CSA			18
Pending			3
Total IV-E & CSA Cases Under Care & Ongoing			32
Expenditures			
Title IV-E Expenditures			\$21,621.72
CSA Expenditures			\$135,728.61
Total Foster Care Expenditures			\$157,350.33
ADOPTION SUBSIDY/ MEDICAID CASES	No. of Cases	Medicaid Only	Medicaid&Pmt
State	28	0	25
Federal	57	0	52
Interstate	26	26	0
Total Cases	111	26	77
ADOPTION SUBSIDY EXPENDITURES			
Funded by State			\$45,761.80
Funded by Federal			\$91,190.28
Total Adoption Subsidy Payments			\$136,952.08

SUMMARY REPORT - ADULT SERVICES
January 16, 2014

Complaints/Screenings	TOTALS
Adult Protective Service Valid Complaints	29
Adult Protective Service Invalid Complaints	4
Courtesy Investigations	0
Adult Service Cases	0
Referrals To Other Agencies	5
Incidental Calls	0
Screenings and Reassessments	25
GRAND TOTAL APPLICATIONS	63
Guardianships Closed	0
New Guardianship Orders	2
GRAND TOTAL GUARDIANSHIP ORDERS	96
Expenditures	
Adult Protective Services	\$827.91
Companion Services	\$1,226.40
Administration	\$1,624.16
GRAND TOTAL EXPENDITURES	\$3,678.47
Collections	
Screenings and Reassessments	\$916.00

SUMMARY REPORT Custody/Adoption December, 2013
Date January 16, 2014

Applications: (New)	TOTAL
Custody	1
Independent Adoptions	0
Interstate Placement (ICPC)	0
Total Applications:	1
Custody Home Studies completed	0
Adoptions completed	0
Interstate Placement completed	0
Ongoing Cases:	
Independent Adoptions	5
Custody	6
Interstate Placement (ICPC)	1
Total Ongoing Cases:	12
TOTAL CURRENT CASE LOAD	13
Collections:	
Custodies & Adoptions	\$410.00

SUMMARY REPORT-CHILD PROTECTIVE SERVICES/PREVENTION SERVICES

DATE: January 16, 2014

Stats from December 2013

Child Protective Services

Child Protective Services - Valid 29

Child Protective Services - Invalid 27

Other Locality (Transferred Out) - Invalid 2

Other Locality (Transferred Out) - Valid 1

Total Complaints Taken by Service Intake 59

Courtesy for Sheriff's Dept. 0

Courtesy for Town Police 0

Courtesy CPS for Other Locality 4

Total Open CPS Cases (including Carry Over) for December 68

Total Foster Care Diversion Placements 0

Prevention Services

Carried Over Active Prevention Cases 27

New Prevention Cases (Local) 6

New Prevention Cases (Transferred from other Localities) 0

Total Active Prevention Cases (including Carry Over) for December 33

Prevention Cases Closed This Month 2

Prevention Assessments 2

Total Active Prisoner Re-entry Cases 3

Completed Family Partnership Meetings (FPM) 5

SUMMARY REPORT-Foster Care December 2013		Date: January 16, 2014
		TOTAL
Total Foster Care Cases in November 2013		36
New Cases For December 2013		3
Cases Out of Custody in December 2013		
Children Returned Home		3
Children Placed with Relative		1
Children Adopted		0
Children Aged Out		1
Total Foster Care Cases in December 2013		37
Placement Types in December 2013		
Acute Psychiatric Hospital		0
Residential Facilities		1
Group Homes		2
Therapeutic Foster Care Homes		14
Maintenance Foster Care Homes		19
*Trial Home Placements		*5
*Trial Relative Placements		*1
Independent Living Arrangements		1
Detention/Shelter Care		0
AWOL		0
Regional Jail		0
Total Foster Care Cases in December 2013		37
*Difference in Grand Totals is being changed to run from 1 st through end of each report month; therefore, are not reconciling as shown.		

SUMMARY BOARD REPORT FOR ADOPTION

December 2013

	<u>TOTAL</u>
GRAND TOTAL November 2013	86
Number of Finalized Adoptions	84
Number of Pending Adoptions	2
GRAND TOTAL December 2013	86

SUMMARY REPORT-DOMESTIC VIOLENCE

DATE: January 16, 2014

Services: Bedford Domestic Violence Services (December 2013)	TOTAL 2013	TOTAL 2012
Hotline Calls	379	423
Walk-in Clients	22	26
Families receiving Emergency Assistance (\$26 was provided for gas and medications)	17	16
Protective Order Court Accompaniment	16	26
Victims Served	11	21
Families in shelter	4	3
Nights of shelter	125	68
BCDSS staff referrals	5	2
BCSO referrals	1	0
BPD referrals	17	13
Bedford J&DR Family Assessments	0	4
Number of presentations	4	5
Cash Donations	\$1,797.54	\$1,506
In-kind Donations	\$5,316.00	\$3,778
Volunteers hours value (\$5.00 per hours 17 hours)	\$85	11/\$57

